



EMPLOYMENT OPPORTUNITIES

LEGAL SECRETARY

SALARY AND BENEFITS

\$13.38 - \$16.04 per hour plus benefits package

FILING DEADLINE

5:00 p.m. September 17, 2010

DUTIES AND RESPONSIBILITIES

The Legal Secretary will perform specialized, confidential and diversified legal secretarial work. The major duties of the job include:

- Type, edit and format legal documents including pleadings, briefs, opinions, orders, contracts, correspondence and other legal matters.
- Handle routine departmental correspondence independently, and maintain files of correspondence, contracts, legal opinions, and other records and documents.
- Assist other staff by performing duties related to special assignments or projects including researching and compiling information.
- Provide information in person or over the telephone relative to departmental procedures, policies and records.
- Must be a qualified typist.
- Other duties may be assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to completion of the twelfth grade.

Experience: Two years of responsible secretarial experience or one year of legal secretary experience.

License: Possession of, or ability to obtain, a valid California driver's license

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting our website at <http://www.co.lassen.ca.us> . It is your responsibility to provide specific, accurate and complete information describing how you can meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened September 2, 2010

☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment physical and drug screening.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.